

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 1 of 3

Command: West Valley	Division: So. Division	Chapter: 6
Inspected by: Sergeant R. Gibson		Date: 09/01/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 6	<input type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: So. Division Due Date: 01/11/2010		

Chapter Inspection:

Inspector's Comments Regarding Innovative Practices:

The West Valley area timekeeper prepares and reviews the Monthly Attendance Report (M.A.R.), which is then forwarded to the area overtime coordinator for a separate review. The reviewed M.A.R., is then forwarded to the area commander for final review and signature. This review process allows for the correction of any errors, prior to submission to Accounting Section.

Command Suggestions for Statewide Improvement:

None.

Inspector's Findings:

Upon completion of the Command Grant Management and Command Overtime inspections, no discrepancies with policy or deficiencies were noted.

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

None required.

M e m o r a n d u m

Date: January 15, 2009

To: All Southern Division Areas

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Southern Division

File No.: 501.10377.14930

Subject: MANDATORY 2009 COMMAND INSPECTIONS

The following is a schedule of the formal and informal inspections for Southern Division selected for 2009:

<u>Quarter</u>	<u>Chapter</u>	<u>Type of Inspection</u>
1 st	HPG 22.1 Chp. 3 AI, Enforcement, and Services	Informal
2 nd	Command Reimbursable Services Inspection	Formal
3 rd	Command Recruitment and Application Process	Formal
4 th	Command Overtime and Grant Management	Informal

Once each assigned chapter inspection has been completed, reports detailing the Area's findings shall be forwarded to Southern Division **NLT the 10th of the month** following the specified quarter. If corrective action is needed, *a follow-up memorandum is also required within 30 days.*

Each Area Commander shall contact their respective Sector Chief and schedule a formal Chapter 10, Uniform and Equipment, inspection sometime within the year. Once scheduled, please notify Sergeant Brent Pembleton in the Staff Services Unit of the agreed upon inspection date. Additionally, each commander will be notified several days in advance of the Area's assigned Chapter 17, Officer Safety, formal inspection date.

Questions regarding the Chapter Inspections should be directed to the appropriate Sector Chief.


W. A. STANLEY, Chief

Safety, Service, and Security



STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command: West Valley	Division: Southern Division	Number: 580
Evaluated by: Sergeant R. Gibson		Date: 09/01/2009
Assisted by: Officer Van Klaveren		Date: 09/01/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Commander's Signature: 	Date: 9/22/09
For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. Is the hiring company/agency for reimbursable overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Indian Springs Homeowners Association has contracted with CHP and is paying the required 4 hour minimum.
2. Is a minimum of four hours overtime being allocated to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Each uniformed employee is allocated the 4 hour minimum or \$50.00 short notice cancellation as per the M.O.U.
3. Are reimbursable special project codes being used for all overtime associated with reimbursable special projects?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The Area Overtime Coordinator reviews all employee's 415's to verify the correct special project code was entered.
4. Is the commander ensuring nonuniformed personnel overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The commander signs each FLSA Report of Overtime Hours for Reimbursable Special Projects.
5. Is the commander ensuring non-reimbursable overtime is not being claimed for an employee, other than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The Area sergeants verify that non-reimbursable overtime is not claimed while an employee is on vacation before electronically approving the 415 on the CARS program.
6. Is "RDO" being written in the "Notes" section of the CHP 415, Daily Field Record, for overtime worked on a regular day off?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Supplemental 415's with overtime worked were randomly selected and inspected. When applicable "RDO" was written.

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6

Command Overtime

7. Is there a CHP 90, Report of Court Appearance - Civil Action, completed for each officer or sergeant when overtime is associated for civil court?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Subpoena Clerk diligently logs each subpoena and confirms a CHP 90 was completed.
8. Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The CARS program requires the lunch period information to be entered onto the employee's 415.
9. Did the supervisor sign the CHP 415s approving the overtime?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The CARS program requires a supervisor's signature on all 415's prior to submission through MIS
10. Are claimed overtime meals related to overtime worked within 50 miles of the employee's area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
11. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No peer support counselors were provided at the area level and therefore no overtime was incurred as a result.
12. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All 415's reviewed had the appropriate explanation for overtime in the notes section.
13. Are employee's Compensated Time Off hours maintained within reasonable balances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Managers and supervisors review employee CTO balances each month.
14. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Managers review and sign all monthly schedules verifying all employees are working the allotted number of hours within the FLSA period.
15. Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The area Timekeeper notifies a supervisor/ manager if a uniformed employee works more than 16.5 hours in a 24 hour period. Supervisors also verify hours during the 415 review in CARS program.
16. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The area Timekeeper prepares and reviews the M.A.R., which is again reviewed by the area Overtime Coordinator.
17. Are the MARs retained for at least three years and contain the commander's signature?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: After the commander signs the M.A.R., it is retained in the area clerical staff office file cabinet for at least 3 years.

REIMBURSABLE LETTER OF AGREEMENT

CHP 465 (Rev. 9-08) OPI 071

THIS AGREEMENT, Reimbursable Services Control Log # R-09-580-0060 made and entered into this 1st day of August, 2009, by and between the State of California, acting by and through the Department of California Highway Patrol, hereinafter called CHP, and Indian Springs Estates Homeowners Association, hereinafter called Indian Springs Estates Homeowners Association.

WITNESSETH: By and in consideration of the covenants and conditions herein contained, Indian Springs Estates Homeowners Association and CHP do hereby agree to the following terms and conditions:

1. When ☒ traffic control ☐ security services ☐ vehicle inspections ☐ other details for _____
Traffic enforcement
are required, CHP agrees to provide uniformed personnel with motorcycles and/or patrol vehicles to assist with the
Traffic enforcement
2. The term of this agreement will be 08/01/2009 to 10/30/2009.
3. CHP Coordinator shall be Ofcr. Van Klaveren, telephone number (818) 888-0980.
4. In the event of a disaster or unforeseen emergency, this agreement may be canceled without prior notice by CHP.
5. This agreement may be amended in writing by mutual consent of the parties hereto.
6. The hours and miles indicated in this agreement are for estimate purposes only. Actual time and vehicle mileage will be charged. This includes travel between the CHP Division or Area office and the service location.
7. The rates indicated in this agreement are for estimate purposes only. Any increases in overhead, mileage, damaged uniforms, privately-owned safety equipment, salaries and benefits are governed by collective bargaining agreement and/or statute. In the event of a rate increase, Indian Springs Estates Homeowners Association agrees to pay the increased rates.
8. In consideration for the above services and upon receipt of an itemized invoice, _____
Indian Springs Estates Homeowners Association agrees to reimburse CHP for the actual costs incurred at the time services are provided. Rates charged to Indian Springs Estates Homeowners Association shall in no event exceed the actual costs to the CHP to perform the requested services. The following cost information is for estimate purposes only:

Sergeant:	_____ hrs.	@	\$ <u>102.04</u>	\$ _____
Officer:	<u>48</u> hrs.	@	\$ <u>83.98</u>	\$ <u>4,031.04</u>
Vehicle mileage:	<u>720</u> miles	@	\$ <u>0.70</u>	\$ <u>504.00</u>
Motorcycle mileage:	<u>0</u> miles	@	\$ <u>0.96</u>	\$ _____
Other expenses:	_____			\$ _____

TOTAL ESTIMATED COSTS (*Estimate exceeding \$50,000 shall be forwarded on a CHP 78, Contract Request, to Business Services Section, Contract Services Unit*): \$ 4,535.04

9. Payment/Deposit/Purchase Order shall be required before services can be performed.
 - a. Amount of Deposit collected: \$ 4,535.04
 - b. Check Number/Purchase Order Number: #11205
 - c. Cash Receipt Number: N/A

10. Indian Springs Estates Homeowners Association agrees that additional charges, which are directly related to the services provided, may be assessed for CHP supplies, additional equipment utilized, damage to uniforms, or property repaired or replaced at CHP's expense.
11. If the CHP uniformed employee has reported to the assigned location and has worked less than four (4) hours, Indian Springs Estates Homeowners Association agrees to pay every assigned uniform employee a minimum of four (4) hours overtime. Exception: This does not apply to those cases when the hours worked are part of an extended shift.
12. Indian Springs Estates Homeowners Association will not be charged for cancellations made more than 24 hours prior to the scheduled assignment.
13. Indian Springs Estates Homeowners Association agrees that if cancellation is made within 24 hours prior to the scheduled assignment and the assigned CHP uniformed employee(s) cannot be notified of such cancellation, a minimum of four (4) hours overtime will be charged for each assigned uniformed employee.
14. Indian Springs Estates Homeowners Association agrees that if cancellation is made within 24 hours prior to the scheduled assignment and the CHP employee is notified of such cancellation, Indian Springs Estates Homeowners Association will only be charged a short notice cancellation fee of \$50.00 per assigned CHP uniformed employee.
15. All cancellation notices to CHP must be made during normal CHP business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays. Cancellation notices shall only be accepted by the appropriate CHP Division or Area office.
16. CHP agrees to make reasonable efforts to notify those CHP uniformed employees of the cancellation.
17. No additional gifts, donations, or gratuities may be accepted by the California Highway Patrol employees on their behalf or on behalf of the Department, informal squad fund or other local funds.
18. A county, city, district, or other local public body must provide the state with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

STATE OF CALIFORNIA
Department of California Highway Patrol

SGT. Rick Gibson 07/21/2009
Commander Signature Date

J.D. Goodwin
Printed Name

Commander
Title

580
Location Code

For use by City/County Clerk	
Approved as to form by	Date

REQUESTOR'S NAME

Richard Mertz 7/22/09
Signature Date

Richard Mertz
Printed Name

Treasurer
Title

[Redacted Address]
Address

[Redacted City] [Redacted State] [Redacted Zip Code]
City State Zip Code

[Redacted Telephone Number]
Telephone Number

This agreement under \$50,000 is exempt from Department of General Services' approval in accordance with the State Administrative Manual.


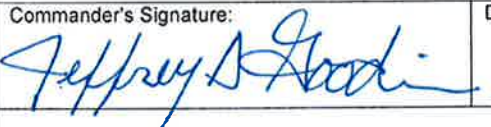
STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Grant Management

Command: West Valley	Division: Southern Division	Number: 580
Evaluated by: Sergeant R. Gibson		Date: 09/01/2009
Assisted by: Officer C. Van Klaveren		Date: 09/01/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level <input type="checkbox"/> Voluntary Self-Inspection		Lead Inspector's Signature: 	
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Follow-up Inspection	Commander's Signature: 
		Date:	9/22/09
For applicable policy, refer to: GO 40.6			
Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.			
1. If the commander became aware that another agency or organization is proposing or has submitted a grant application to a funding agency other than the Office of Traffic Safety (OTS) that appears to focus on traffic safety goals clearly within the jurisdiction of the Department, did the commander notify the appropriate assistant commissioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A Remarks: Commander is not aware of another agency proposing a grant application for traffic safety goals within CHP jurisdiction.
2. Has OTS grant funding, through the Highway Safety Plan, been sought for traffic safety-related activities for the purpose of conducting inventories, need and engineering studies, system development or program implementations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The area submitted for grant funding for Operation Safe Canyons.
3. Has the command sought grant funding to assist with the expenses associated with the priority programs identified by the National Highway Traffic Safety Administration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: Grant funding sought for motorcycle safety and enforcement.
4. Has the commander ensured grant funds are not being reallocated to fund other programs or used for non-reimbursable overtime expenditures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The grant coordinator and overtime coordinator work closely to ensure grant funds are not reallocated.
5. Are concept papers regarding grant funding submitted through channels to Grants Management Unit (GMU)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: An example is attached as Exhibit A and B.
6. Was GMU contacted to determine the current personnel billing rates used for grant projects when preparing concept paper budgets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A Remarks: The current rate was verified. See Exhibit B.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6

Command Grant Management

7. Is supporting documentation of consent and acceptance (of the work, goods, or services provided by the state on behalf of a local government agency as required by 23 Code of Federal Regulations Part 1250) being submitted to OTS for all grant projects coded as "for local benefit"?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Were all copies of the grant project agreements, revisions, and claim invoices signed by the Project Director, or designated alternate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Were all inquiries or correspondence concerning the availability of grant funds or other contacts with grant funding agencies coordinated/processed through GMU?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Grant inquiries were processed through O'phelia Torpey at GMU.
10. Are all expenditures of grant funds approved by GMU prior to entering into any obligations, with the exception of personnel costs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
11. Are quarterly progress reports forwarded through channels to GMU in accordance with the instructions contained in the associated project MOU?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Reports are prepared and forwarded monthly.
12. Are all requirements of the grant agreement and MOU being met?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Is a final project report being prepared in accordance with the funding agency and departmental requirements upon the termination of the grant project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Does every invoice associated with a grant funded project contain the project number and name?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Are all purchases of grant-funded equipment acquired under an OTS grant exceeding a unit cost of \$5,000 being documented on an Equipment Report, Form OTS-25?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: As a result of the US 101 Corridor grant, new office equipment provided was listed on an Equipment Report, Form OTS-25.
16. Has grant funded equipment been inspected to ensure it is being utilized in accordance with the respective grant agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Are applications for federal funds in accordance with Government Code Section 13326 including obtaining approval from the Department of Finance and/or the Governor's office prior to submission to the appropriate federal authority? This would include any of the following: <ul style="list-style-type: none"> • Applications for federal funds which are not included in the budget approved by the Governor. • Applications for federal funds which exceed the amount specified in the budget. 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

INSPECTION CHECKLIST

Chapter 6

Command Grant Management

18. Is a federal Standard Form 424, Application for Federal Assistance, filed with the State Clearinghouse for all approved unbudgeted grant requests received by the Department of Finance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Has any request for unanticipated federal funds met the criteria for legislative notification set forth in Control Section 28.00 of the annual Budget Act?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. Are grant funds being used for their intended purpose?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Grant coordinator and overtime coordinator work closely to verify funds are used for intended purposes.
21. Are grant applications related to the Motor Carrier Safety Assistance Program (MCSAP) being routed through the Commercial Vehicle Section before they are submitted to the funding agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Grant applications are not related to the MCSAP.
22. Are grant applications related to the Homeland Security Grant Program being routed through the Emergency Operations Section before they are submitted to the funding agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Grant applications are not related to the Homeland Security Grant program.
Questions 23 through 26 pertain to the Grants Management Unit				
23. Has GMU prepared an annual Management Memorandum to be disseminated to all commanders soliciting participation in the Department's Highway Safety Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Did GMU send the concept paper as an attachment to a memorandum through the Planning and Analysis Division to Assistant Commissioner, Field, and Assistant Commissioner, Staff, and their Executive Assistants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
25. Did GMU route copies of the Draft Grant Agreement using the CHP Form 60, Staff Summary Statement, to all commands with responsibility for or that have an interest in the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Was a Memorandum of Understanding between involved commands outlining the responsibilities of each command prepared and distributed by GMU?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

Memorandum

Date: August 29, 2005

To: Southern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
West Valley Area

File No.: 580.10929

Subject: GRANT CONCEPT PAPER

Attached is a grant concept paper and supporting information submitted by the West Valley Area requesting consideration for an *Operation Safe Canyons* grant. The grant will assist Area in providing an enhanced level of traffic safety on the various unincorporated roads traversing the popular Santa Monica Mountains region.

C. S. KLEIN, Captain
Area Commander

Attachments

TRAFFIC SAFETY GRANT CONCEPT

PROJECT TITLE: Operation Safe Canyons (OSC). **AGENCY:** California Highway Patrol.

PROBLEM STATEMENT: While the number of vehicles and miles being driven each year continues to increase on California roadways, California has enjoyed an exceptionally low Mileage Death Rate (MDR) – the primary statistical indicator of relative roadway safety. In 2004, California experienced a slight decrease in the MDR, however, motorcycle fatalities continue to be on the rise statewide.

The West Valley Area is responsible for providing traffic enforcement on the various unincorporated canyon roads traversing the Santa Monica Mountains region. The region is continuing to experience heavy recreational use and growing residential development. Racing vehicles, exhibition of speed, reckless driving and other unsafe driving practices have been a concern for many years. In the past, the issue was generally confined to motorcycles, however, in recent years; the area is heavily used by car clubs as well.

In order to enhance traffic safety and related quality-of-life issues in the region, West Valley Area initiated "Operation Safe Canyons." in 2005. Although the program is not currently supported by a dedicated grant, the results have been encouraging and have received strong political and community support. (I have attached a copy of the original press release for your reference.) It is clear that the ability to deploy supplemental patrol resources and Special Enforcement Units in the region have had an extremely positive effect on traffic safety. With additional funding, the West Valley Area will be able to significantly impact traffic safety and related quality-of-life issues in the region.

The following statistical information was obtained via the West Valley Area's A.I.S. system to provide a collision analysis of the unincorporated canyon roads:

TYPE OF COLLISIONS	2002	2003	2004	3 YEAR AVERAGE
Injuries	153	176	169	166
Fatals	5	9	3	6
Total	343	400	386	376

PERFORMANCE MEASURES:**Goal(s)**

1. To reduce the number of fatal collisions on unincorporated canyon roads within the West Valley Area as compared to the prior three-year average.
2. To reduce the number of injury collisions on unincorporated canyon roads within the West Valley Area by five percent when compared to the prior three-year average.

3. To conduct saturated and special enforcement operations targeting any vehicle(s) engaged in speed contest, exhibition of speed, or any other dangerous driving practice.
4. To continue to work with the community, elected representatives and other public safety partners in formulating practical solutions and providing a high level of traffic safety education. In addition, continue to work with Los Angeles County Public Works in identifying related engineering improvements (e.g., additional safety signage).

OBJECTIVES

1. To distribute press material throughout West Valley's Area as soon as available and no later than September 30, 2008
2. To educate and make motorists aware of road sharing and rules of the road.

PROPOSED SOLUTION:

This project will provide Area with the necessary resources to target concentrated enforcement on selected sites/roadways with a history and above-average number of collisions related to speed contest, exhibition of speed, reckless driving and other unsafe driving practices. The project will include funding for the deployment of officers on overtime, support staff, equipment, and the distribution of print and promotional materials to educate the motoring public.

PROPOSED BEGINNING DATE: October 1, 2006 – PROPOSED ENDING DATE: September 30, 2008

PROPOSED BUDGET

<u>Budget Category</u>	<u>Federal Fiscal Year 1</u> <u>10-01-06 to 09-30-07</u>	<u>Federal Fiscal Year 2</u> <u>10-01-07 to 09/30/08</u>	<u>Total</u>
<u>Personnel Overtime (01/01/07 to 12/31/07)</u>			
Officers – 1,300 hours			
432 hours @ \$51.33 (01/01/07 to 06/30/07)	\$22,174.56		\$22,174.56
436 hours @ \$51.33 (07/01/07 to 09/30/07)	\$22,379.88		\$22,379.88
432 hours @ \$51.33 (10/01/07 to 12/31/07)		\$22,174.56	
\$22,174.56			
Sergeants – 132 hours			
44 hours @ \$62.31 (01/01/07 to 06/30/07)	\$2,741.64		\$2,741.64
44 hours @ \$62.31 (07/01/07 to 09/30/07)	\$2,741.64		\$2,741.64
44 hours @ \$62.31 (10/01/07 to 12/31/07)		\$2,741.64	\$2,741.64
Projected Court Overtime (01/01/07 to 12/31/07)			
Officer – 65 hours			
65 hours @ \$51.33			\$3,336.45

Public Affairs Duties (01/01/07 to 12/31/07)

Officer – 65 hours

65 hours @ \$51.33

\$3,336.45

Clerical (01/01/07 to 12/21/07)

65 hours @ \$26.99

\$1,754.35

Equipment

1 Radar Trailer

\$12,000.00

\$12,000.00

Other Direct Costs

Print and promotional items

\$5,000

\$5,000.00

PROJECT TOTALS

\$57,016.44

\$28,405.56

\$90,555.00

BUDGET NARRATIVE**PERSONNEL:**

This project will include officer overtime for enforcement, court appearances, and public affairs duties and clerical support. Sergeant overtime will be used for supervision.

TRAVEL: No travel expenses are expected, therefore not requested.

CONTRACTUAL SERVICES: No funding is requested for this category.

NON-EXPENDABLE PROPERTY: No funding is provided for this category.

EQUIPMENT:

Area is requesting one (1) radar trailer to be deployed in designated locations in response to traffic complaints and other community concerns

OTHER DIRECT OR INDIRECT COSTS:

Printed and promotional materials will be distributed during community events, public education presentations and key locations throughout the region.

Attachments:

1. Operation Safe Canyons press release
2. ABC News video coverage 04/17/05